



## Legislation Text

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**File #:** 2024-0481, **Version:** 1

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**Purchasing Type:** Change Order (CO)

**Public Hearing:** YES  NO

**Department:** Purchasing & Contracting

**AGENDA ITEM:**

**Commission District(s):** All

CO - Change Order No. 1 to Contract No. 1363095 Cooperative Agreement for Public Sector and Education Software Solutions with Related Services (Sourcewell Contract No. 090320-KON): for use by the Department of Planning & Sustainability (P&S). This contract consists of backfile scanning and document digitization services. This request seeks to add the Department of Property Appraisal & Assessment as a user and increase the contract funds. Awarded to Konica Minolta Business Solutions USA, Inc. Amount Not To Exceed: \$129,000.00.

**Information Contact:** Michelle Butler, Chief Procurement Officer

**Phone Number:** (404) 687-3581

**PURPOSE:**

Awarded by the BOC on August 22, 2023, for an amount not to exceed \$300,000.00. This contract consists of backfile scanning and document digitization services. This request seeks to add the Department of Property Appraisal & Assessment as a user and increase the contract funds. The department has a large volume of property record cards stored in file cabinets that they seek to digitize. Storing the data online will free up limited office space and provide more efficient retrieval of data.

**RECOMMENDATION:**

Recommend approval of Change Order No. 1 with:

Konica Minolta Business Solutions USA, Inc., 1595 Spring Hill Road, Suite 410, Vienna, VA 22102

Amount Not To Exceed: \$129,000.00

and authorize the Chief Executive Officer to execute the contract and all associated documents.

**ADDITIONAL INFORMATION:**

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|------------------------------|---|
| 1. Contract Effective Date:  | August 22, 2023   |
| 2. Contract Expiration Date: | November 2, 2024  |
| 3. Amount Spent to Date:     | \$0.00  |
| 4. Funding:                  | \$129,000.00 - General - Operating (Property Appraisal)<br>\$0.00 - General - Operating (P&S) |